

Approved For Release 2001/GEGERDP80-00679A000100030040-0

PERSONNEL DIRECTOR MEMORANDUM NO. 91-53

SUBJECT: Correspondence for Signature of the DCI, DDCI, or the Acting DD/A

- 1. The following procedures will be followed in respect to all communications prepared for the signature of the DCI, DDCI, or the Acting DD/A:
 - a. With the exception of the original and countesy carbon, all carbons of communications prepared for the signature of the DCI and DDCI will reflect the Office symbol, originator, typist's initials, and two additional signature lines as illustrated in the following example:

OPD:GEMeloon:bks (Date)	Originator:	
Distribution:	Personnel Director	٠
0&l - Addressee	The state of the s	
1 - Security Office		
1 - Medical Office	Concur:	
1 - OPD Chrono	Acting DD/A	
1 - OPD Reading	Avorting butter	

b. The procedure outlined in paragraph "a", above, will be followed in respect to all communications prepared for the signature of the Acting DD/A with the exception that the two additional signature lines will be adjusted to simulate the following example:

OPD: PPD: ca (Date) Distribution:	Originator:		STATINTL
O&1 - Addressee 1 - Security Office 1 - Medical Office		Chief / PPD	•
1 - OPD Chrono	Concur:	Personnel Director	_
LLEGIB 1-PPD	Archagostata galapis interes a de C	Ler pourier Diffeetor	
		ILLEGIB	
	Acting Fe	rsonnel Director	STATINTL

RESTRICTED

	1	oprov			408 6186 3300
		CENTRAL INTELLIGENCE AGENCY			
	er .		OFFICIAL ROUTING	SLIP	
		то		INITIALS	DATE
		1	Acting Personnel Director	0/2	MON 1953
STATINTL		2	M-218	RB	9100053
		3			
		4			
		5 FROM			
	1	FROM		INITIALS	DATE
		1	Chief / PR&DS	1 (B	6Nr
	•	2			
		3			
			APPROVAL INFORMATION		SIGNATURE
			ACTION DIRECT REPLY		RETURN
			GOMMENT PREPARATION OF RE	DIV	
		OCHONOSTICE DISTATOR			
		<u> </u>	CONCURRENCE RECOMMENDATION		FILE
		Rem	arks:		7
	\$*	sign	ached PDM concerning correspond nature of the DCI, DDCI, and Ad r approval and signature are re	cting DD/A equested.	١.
			1-2 Del Charges	leave	

FORM NO. 30-4 SEP1947 30-4

Approved For Release 2001/08/14 CIA-RDP80-00679A000100030040-0
FORM NO. 30-4

16-08548-1 U. S. GOVERNMENT PRINTING OFFICE

UNC	LASSIFIED RESTRICTOR CONFI	DENTIAL	SECRET	0040.0
Appro	LASSIFIED RESTRICTION CONFIDENCE FOR SENSE PARTY CHARGE CH	2P80-00679	A00010003	0040-0
	CENTRAL INTELLIGENCE AGE	ENCY	·	
	OFFICIAL ROUTING	SLIP		
то		INITIALS	DATE	
		101	7	
1	Acting Personnel Director	W/sm	ען עוד.	
2	PRDS-218Curie			
3				
4	Ŷ			
5		191		
FROM		INITIALS	DATE	
1	Chief / PR&DS	PB	12 Nor	
2				
3				
In chi at	APPROVAL INFORMATION ACTION DIRECT REPLY COMMENT PREPARATION OF REF CONCURRENCE RECOMMENDATION 191-53 101	appropria	the	
is	secommended UB		12	
Appro	ved For Release 2001/08/14 : CIA-RE ET RESTRICTE	P80-00679 UNCL	A00010003 SSIFIED	0040-0

FORM NO. 30-4 SEP1947 30-4

U. S. GOVERNMENT PRINTING OFFICE